College Advisory Council Meeting Minutes
November 13, 2018
3:45 - 5:15 PM
Room C12

Present: GSE Reps: Robin Hummel, Amy Kline, Alexander Iwachiw
CP Reps: Pam Wheeler-Civita**,** David Mortimer, Evi Rivera-Williams (SAT)
S&O Reps: Kelly Lorenz**,** Angela Persaud, Sylvie Fan
DERO Rep: Charles Babian
BSEC Rep: Katherine Baldwin, Lily Fincher
Ex-Officio Reps: Akilah Rosado, Shael Suransky

Absent: Michele Ryan

Call to order at 3:45 PM

- **Administrative Notes (40 minutes)**
  - October Minutes Approval Amy noticed there is a lot of detail in the October notes around our work/goals, we can revisit these minutes as a way to plan for future tasks
  - December Secretary – David Mortimer
  - Co-chair Elections in December: Akilah will facilitate the process. If any representative wants to be nominated, she or he can email Akilah or verbally state interest in our next meeting. Co-chair starting in January will serve 2.5 years, and co-chair starting in June will serve a two-year term.
  - December All College Topic: Robin and Kelly talked with Sarah and Akilah about applying strategies to make meetings interactive. Next step will be to talk with divisions leads to get ideas around topics for upcoming meetings. Topics may also align to social justice themes of access, impact, and culture.
  - Updates:
    - Meeting with Cabinet on 10/30: Robin and Kelly met to talk about CAC meetings thus far and the direction CAC is going. Questions surfaced around subcommittees and their connection to the CAC. Robin and Kelly shared that subcommittees are under the care

of CAC but autonomous.

- Holiday Party: December 20th, 9th floor of Bank Street. 4:30 – 7:30 pm. We will send a van to Head Start location at 4:15 pm. Will have a DJ, magician, photo booth, raffle, and casino. Need to send out a save the date, Kelly is working on this with a graphic organizer. Hoping that this location and planned activities will support greater turnout. Please encourage all colleagues to attend!
- Revised Charter: posted and official

- Divisional Reports:
  - Strategy & Operations:
    - Kelly: goals created in June. The division has built out a timeline and next steps. Met with Justin in the end of October, currently working with leadership to identify initial steps and then building out larger goals. Will meet at least once per semester. Will come up with a divisional dissemination protocol. Trying to find a date for a divisional retreat. ❑ Angela: Planning on having a divisional newsletter. Division broken up into many

      departments- goal is to have a spokesperson from each department. Angela is working with the business office and human resources. The first question they are exploring- what is the best way to receive and distribute information?

    - Kelly: they want to use the divisional newsletter as a way to feature work within

      the division, highlighting people and their accomplishments. Working to identify people within the division who can own the work of the newsletter. Currently there are approximately 80 staff members. Alex asked where Liberty Leads fits, since it is also part of the grad school. Robin shared that technically it is under Strategy and Ops, even though it shares work with the Grad School.

  - Sub-Committee Reports:
    - Amy: Exhibits Committee: New chairs: Diana Jensen and Cathleen Wiggins for fall; Brian Hogarth in spring along with Diana Jensen. Term might just be for one year. First exhibit in September- children's paintings. October: learning abilities month, interactive with post-its (still upstairs on 6th floor). November- upper school historical events collage, but leadership wasn't sure if it was appropriate for all students, so nothing up as of now. Committee is still working out calendar for the remainder of the year. In the spring there will be some regular exhibits (such as one from the Infancy Institute), also there will be a residency/ exhibit by Laura Lenzner. Kelly added the lobby renovation starting soon, collaborating with Suleyni Abreu around art work.
    - Evi asked if we can suggest art work for the lobby. Has anyone ever talked about having a space in the lobby just for SJEC work? There is not always a space for adults to reflect on social justice. Akilah shared that she and Vero are thinking about writing to document their work. Snapshots is not necessarily the best space. It will be a year-long documenting process. Evi emphasized the need to make people visible and to share the important work people are

doing. Kelly suggested reaching out to Exhibits Committee co-chairs with her suggestions. One thing discussed last year was equity in presentations. Kelly reminded us that the Exhibits Committee is not there to execute projects—they partner with people who want to do a display. Dave asked about bulletin boards in C-level lobby, sometimes the union board has been used. It's not as prominent as the lobby, but always looking for more space. Robin wondered, whose purview is that space?

- **Climate Survey Discussion with Katie; Guiding Questions:**
  - What did you notice? What surprised you about the responses? What resonated with your own experience? What doesn't?
  - What concerned you about these responses?
  - What is one action that we can take as a College or within your division in response to these results?
  - Other thoughts or suggestions?

  - PARTICIPATION AND ANONYMITY:
    - Katie said it was the highest participation rate over the past few years. Thanks for encouraging participation!
    - Katherine asked about Ed Center data, shared that she and Lily talked with Doug about concerns about the anonymity of the survey and wondered if people really felt that they could be honest.
    - Katie shared that everyone is emailed a unique link but the link doesn't attach to one person. Acknowledged that if a person fills out demographic information, it could be narrowed down to a few people. She shared that they don't share specific data points if fewer than 4 people responded in a certain category.
    - Charles wondered what if the invitation could contain the information Katie shared. Questions that could be answered in the invitation: Why participate? What about my anonymity? Will I be identified? Or 4 FAQs about anonymity. Or, if a person wants to participate, but worries it won't by anonymous, print and place in a box.
    - Katie shared that identifying oneself in demographic data is not mandatory. While it does go on one long spreadsheet, it is so dense that it comes to Cabinet in a different format, where specific responses are not attached to one respondent.
  - DIVISIONAL DATA:
    - Dave asked how does Cabinet look at survey results? He hypothesized divisions look at their own data in different ways.
    - Katie recommended a next step could be to speak with division leadership about data. She can share divisional data, if needed. While there was variation, there was nothing extreme, for example where everyone was at 90% and one division was at 20%.
    - Akilah believes divisional leads would discuss any jarring data with folks in their division.

- Dave said that Children's Programs did their own evaluations of supervisors and he is wondering how this information drills down? What are the deficits? What are the ways to use these two surveys in concert?
- Katie believes there was some alignment with questions.

- QUESTIONS RELATED TO RACE/ RACISM:
  - Alex: Data shows people are talking about race, but not sure we are addressing pre-existing issues. We may talk about it more than other places, but not sure we are addressing it.
  - Pam wondered if it is more of a reflection of a personal lens. She noted the difference in responses: 97% responded "I feel comfortable in interactions with people of races and cultures other than my own at Bank Street" while 51% responded "In my experience, I believe that there is institutional racism at Bank Street that impacts policies, practices, structures for decision making, and the culture of the organization."
  - Dave felt that this question about institutional racism is too big, and needs to be separated. Would it be helpful to separate culture?
  - Akilah shared that there was debate around other questions to add, such as if people are aware of the work of the Social Justice and Equity Committee, but length of the survey became a concern.
  - Dave thought a question that reflects a disparity or if it is just people not noticing would be useful.
  - Pam shared that there are programs that the Family Center does not have access to that the Children's Program does. So when she looked at the last question, she strongly disagreed. Moving forward, she thinks thinking about more specific questions that are asked would be useful.
  - Dave wondered if the *Undoing Racism* training survey would be useful.
- SHAEL'S OVERALL TAKE:
  - One positive: response rate much higher this year. In the past, people felt nervous about participating, weren't sure if their responses would create some negative impact. He thinks people are starting to participate more. Divisionally, the School for Children had less satisfaction compared to other divisions and this was a focus for planning this summer. They approached quality-of-life issues that have been challenging for people and how promotions happen.
  - Across the board always a low rate for communication across divisions. This is the work of Cabinet and CAC. It's hard to know what's going on in other divisions if you aren't immersed in it. There is a silo effect that has been challenging. In strategic planning it came up as a clear concern for a lot of members of the community. Shael is curious about what is underneath these numbers. What are the needs people are articulating? Are there better questions to ask?
  - Another need: "How do I progress within this organization?" What room is there for this given that we are small but complex; there should be more fluidity to move across divisions as a way to progress, and we don't have explicit structures for supporting this.

- Focus around race; Important that is now part of an explicit conversation within the organization. It's still not always safe to have race conversations, but Shael believes we've worked to equip people with the language to have those conversations. Creating a context where it's normal to be talking about it will support all staff members and students, allowing people to connect without as much defensiveness or fear.

- WORKLOAD
  - Katherine wondered about the question about workload and the connection to the larger organization. She shared that she reads emails and sees all the wonderful things going on, but it is challenging to fit in every event, as everyone is working so hard all the time.
  - Shael expressed that the workload question is most acute in the School for Children.
- DIVISIONAL NEEDS
  - Robin, regarding the question, "The needs of my division are treated as a priority." was curious that the response was low.
  - Shael wanted to include the question because he has the sense every division feels like a stepchild. He was curious if that was true- and it is. It's one of the tricky things about this place—there is a lot happening and resources are scarce. Policies in the past that have pitted divisions against each other. They have tried to change the budget so that doesn't happen. He and the Cabinet are also trying to change messaging from leadership. It's a good goal to track.
- FACTORS THAT IMPACT PARTICIPATION
  - Dave asked if union negotiations impacted responses on the survey.
  - Shael stated survey timing wasn't shifted due to union negotiations. While there may be a correlation, Akilah and Shael shared that they didn't want to run away from that honest feedback.
  - Dave suggested that shifting the survey slightly earlier in the year may support a better participation rate, given teacher's workloads at the end of the year.
  - Akilah stated that the survey was given earlier in 2016, but new people didn't have enough information.
  - Evi felt it is a long survey and wondered if it is better to separate. Katie said that admin wondered about this, but were concerned people would fill out one survey and not the other.
- BANK STREET'S DIRECTION
  - Evi: I appreciate this survey as a start for us, and we'll dig deeper. I'm worried about the 5 percenters who don't feel good about something.
  - Dave asked about the question related to participants' feelings if Bank Street is going in the right direction. He noticed that if one adds the lower ratings, about 25% believe Bank Street isn't a 7-10 rating in going in the right direction. Or 1 out of 4 aren't very confident we are going in the right direction. What are things we can do?
  - Shael felt participants responded that way because of a specific reason. The most common qualitative comments had to do with leadership in their division, and how leadership was

dealing with a certain issue. The

- way one evaluates his or her experience is less holistic and more about "What's affecting my job". Shael's strategy is trying to work with the leaders of each division.
- Sylvie wondered if it could be that people are not aware of what the direction is (not necessarily a reflection of dissatisfaction).
- Shael agreed that this could be reflected in the 16% of participants that weren't sure there is a clear vision of what Bank Street wants to accomplish (question two).

- **Next steps:**
  CAC members should have individual meetings with divisional leadership. For December, think about nominating a new co-chair. o Robin and Kelly will be in touch about All College Meeting details.

Adjourn 5:15 PM